

## CHAPTER 4. AIRCRAFT DISPATCHER CERTIFICATES

### SECTION 1. GENERAL INFORMATION

**285. GENERAL.** This chapter provides inspectors, designated examiners, regional specialists, all flight standards division managers and district office managers with the necessary direction, guidance, and procedures for conducting aircraft dispatcher certification.

#### **287. DESIGNATION OF DISTRICT OFFICES AND INSPECTORS.**

A. *District Office Designation.* Each regional flight standards division (RFSD) shall designate, in writing, one or more district offices to conduct aircraft dispatcher practical tests (combined oral and practical) and to issue aircraft dispatcher certificates. The designated district offices should be located where there is the greatest public demand for aircraft dispatcher certificates in the region. The number and location of designated district offices will vary according to the requirements of individual regions. Those district offices not designated for this purpose will not have to maintain the capability to conduct the aircraft dispatcher practical tests.

B. *Inspector Designation.* The manager of a district office designated for conducting aircraft dispatcher tests shall designate, in writing, specific inspectors to conduct such tests. The district office manager shall ensure that these designated inspectors are appropriately trained, obtain aircraft dispatcher certificates, and have access to the appropriate test materials. In addition to aircraft dispatcher certification duties, these designated inspectors shall serve as regional resources for: the surveillance of flight dispatch, flight-following, and flight-locating facilities; any related training programs; and, for the evaluation of aircraft dispatcher examiner candidate qualifications.

C. *Operators with Large Dispatch Sections.* Certificate managers who are responsible for Part 121 operators with large dispatch sections should designate, train, and certificate at least one inspector (preferably an assistant POI) to conduct dispatcher certification for the assigned Part 121 operator. In addition to obtaining an aircraft dispatcher certificate, this designated inspector should be required to observe the operator's dispatch system in operation, attend the operator's dispatcher training program, and become an expert in the operator's dispatch

practices and training programs.

**289. ELIGIBILITY FOR WRITTEN TEST.** There are no prerequisites for the aircraft dispatcher written examination. The written examination may be taken before an applicant meets either the minimum age requirement or any of the experience requirements for the certificate. The applicant's qualifications do not have to be reviewed by an inspector and the applicant does not have to complete an FAA Form 8060-7, "Airman's Authorization for Written Test" before taking the written test. Applicants with inadequate preparation or qualifying experience, or who are under 21 years of age, should be discouraged from taking the test.

**291. ELIGIBILITY FOR THE PRACTICAL TEST.** With the exception of the age requirement, inspectors and examiners shall ensure that applicants meet all eligibility criteria for the aircraft dispatcher certificate before administering a practical test to the applicant. The inspector or examiner should review the eligibility criteria with applicants as follows:

A. *Age.* An applicant may take the practical test before meeting the minimum age requirement. Those applicants who are under 21 years of age should be discouraged from taking the practical test.

B. *Written Test Results.* Each applicant must present an FAA Form 8080-2, "Airman Written Test Results" showing satisfactory results.

C. *Application.* Each applicant must complete and sign an FAA Form 8400-3, "Application for an Airman Certificate and/or Rating." Instructions for completing the application are on the District Office Job Aid Disk (JAD). A signature is not required in the instructor's recommendation block unless the applicant has qualified for the test on the basis of having graduated from a Part 65 approved school or on the basis of having performed the duties of a dispatcher under the supervision of a dispatch instructor.

D. *Experience.* Applicants must provide documentary evidence of meeting the experience requirements. Acceptable documentary evidence includes, but is not limited to: letters from employers, logbooks, military

service records, graduation certificates and employment records. FAR 65.57 specifies the following as acceptable minimum experience requirements:

(1) Applicants may have been active for 2 of the last 3 years in scheduled Part 121 or Part 135 air carrier flight operations or in scheduled military aviation. Inspectors and examiners may accept other flight operations experience that is clearly equivalent in nature and duration, however good judgment should be used when determining equivalent experience. For example, an applicant could not count 2 years experience as a crop duster toward the experience requirement for the certificate because the experience was not gained in air transport operations. A careful evaluation must be made by inspectors for experience in either a Part 135 on-demand operation, a Part 121 supplemental operation, or an unscheduled military operation. An applicant must be able to show exposure to elements required by the dispatcher function, such as using computer flightplans, and flight-release and flight-following procedures. An individual performing the flight-release function for a Part 121 supplemental operator, for example, would be eligible to qualify for the certificate. The required experience for the aircraft dispatcher certificate may have been acquired in any of the following capacities:

- Pilot member of a flightcrew
- Radio operator (flight or ground)
- Flight navigator
- Meteorologist
- Dispatcher or assistant dispatcher
- FAA aviation safety inspector

(2) Applicants who have been active in ATC as a certified tower operator for 2 of the last 3 years are eligible.

(3) Applicants who have acquired the necessary experience specified in previous subparagraphs (1) and (2) and which total 2 of the past 3 years are eligible.

(4) Applicants who have performed the duties of a dispatcher for 1 of the past 2 years under the direct supervision of a certified dispatcher are eligible.

(5) Applicants who have graduated from a

dispatcher training course approved under Appendix A of Part 65 are eligible for the first 90 days after graduation.

**293. PRACTICAL TEST.** An applicant for an aircraft dispatcher certificate must demonstrate the knowledge and practical skills necessary to dispatch aircraft operated under both domestic and flag rules. The oral examination is conducted simultaneously with the practical test.

*A. Dispatch of Actual Flight.* If possible, the aircraft dispatcher practical test should include the dispatch of an actual flight. In this case, the applicant should arrive at the dispatch center with the inspector or designated examiner conducting the test. The applicant should then become familiar with the situation and receive a briefing from the aircraft dispatcher being relieved. The inspector or designated examiner conducting the test should then observe the applicant dispatch one or more flights. The flight-release information must then be checked and signed by one of the operator's certified aircraft dispatchers before it can be presented to the PIC of the flight. An inspector shall not sign the flight release. A designated examiner may sign the release, but only if the designated examiner is employed by the operator, is current in the operator's procedures, and has successfully completed a competency check within the past 12 months. The applicant and the inspector or designated examiner should then move from the dispatch center to another location where questions can be asked and discussed without impeding the workflow at the dispatch center.

*B. Simulated Dispatch of a Flight.* The practical test may also include the simulated dispatch of a flight. In a simulated scenario, the inspector or designated examiner conducting the practical test shall act as the dispatcher being relieved and shall brief the applicant on the simulated dispatch situation and scenario. The applicant shall then be required to perform an analysis and prepare a release as if an actual flight was being released.

*C. Development of Practical Test Scenarios.*

(1) *District Office Preparation.* Each district office designated to conduct aircraft dispatcher certification shall develop at least three practical test scenarios and acquire the materials necessary for their presentation. The scenarios and materials shall be revised when necessary to ensure they reflect contemporary practices.

(2) *Private Individual Preparation.* When a private individual (other than an FAA inspector) is to be designated as an aircraft dispatcher examiner, the candidate

for designation shall prepare a minimum of three practical test scenarios and shall acquire the materials necessary for their presentation. The inspector evaluating the candidate shall ensure that the scenarios and materials prepared by the candidate are realistic and effective.

*D. Evaluation Criteria.* During the practical test, the applicant for an aircraft dispatcher certificate must demonstrate the following required abilities:

- Ability to read weather reports and forecasts, analyze weather over a large geographical area, and describe the expected impact on the area and specified terminals within the area for a period representing a typical dispatch shift
- Familiarity with operations specifications and the ability to determine weather minimums and the operations authorized for an actual or simulated operator
- Ability to select an alternate airport
- Ability to read and use charts, when required
- Ability to extract the necessary data to compute fuel requirements and airplane load capability from the aircraft performance manual
- Ability to extract the required performance data from the aircraft flight manual and ensure that the aircraft is being operated within those limitations
- Ability to prepare a dispatch release that meets regulatory requirements for the planned flight
- Knowledge of, or demonstrated ability in, extracting a flightplan from a computerized flight-planning service; reading the flightplan; and cross-checking it for input errors
- Sufficient understanding of aircraft systems to interpret an MEL and to make performance adjustments as required by the MEL (For example, the inspector or examiner conducting the test could inform the applicant that a brake has been capped or that the anti-skid is inoperative on a specific flight. The applicant should be able to determine the resulting performance limitations.)

- An understanding of international flight operations and operations in Minimum Navigational Performance Standards (MNPS) airspace (The inspector conducting the test should quiz the applicant on the procedures for obtaining track messages and for filing a flightplan over the track. The applicant should be familiar with the procedures used on the track system.)
- Knowledge of, or demonstrated ability in, contacting a flight en route
- Knowledge of driftdown both in overwater and two-engine domestic situations
- Knowledge of flight and duty time regulations
- Knowledge of currency requirements
- Knowledge of centralized air traffic flow control procedures
- Ability to respond as a dispatcher to an emergency or contingency problem, such as diversion to an alternate airport or an engine failure at ETP (equal time point)

**NOTE: If the problem the applicant is given does not include planned redispach procedures, the inspector must discuss these procedures with the applicant.**

*E. Location and Procedures.* The preferred location for conducting the practical test is an actual dispatch center where the necessary data and materials are available. The practical test may, however, be conducted in the flight standards district office (FSDO) or in other locations, such as classrooms. When the applicant has been prepared for the test in an operator's dispatcher training program, the applicant should use the operator's procedures.

*F. Materials and Data.* The inspector or designee administering the practical test shall use real data or shall realistically simulate actual problems using data, such as weather reports, NOTAM's, OpSpecs, airport facility directories, and sets of navigation charts and track messages. Applicants must provide the following materials:

- FAA-approved Airplane Flight Manual for an aircraft of more than 30 passenger seats or 7,500 payload capacity, which contains the approved performance data

- Minimum equipment list (MEL) for the aircraft to be dispatched

**295. SUCCESSFUL APPLICANTS.** When an applicant has successfully completed the practical test, inspectors and examiners shall accomplish the following, according to the applicant's age.

*A. Applicants 23 Years of Age or Older.* Successful applicants who have completed all requirements for the aircraft dispatcher certificate and are 23 years of age or older are entitled to a temporary certificate. Inspectors and examiners shall complete the paperwork as follows:

(1) The inspector or examiner shall prepare an FAA Form 8060-4, "Temporary Airman Certificate" in duplicate (see chapter 1, paragraph 37 for instructions on completing this form) and then give a copy of the temporary certificate to the applicant.

(2) The inspector or examiner shall mark the applicable square on FAA Form 8400-3, "Application for an Airman Certificate and/or Rating" and date and sign the form on Block 8.

(3) The inspector or examiner shall complete FAA Form 8000-36, "PTRS Data Sheet" (see chapter 1, paragraph 41 for instructions).

(4) The inspector or examiner shall attach the following documents to the application form:

- Original copy of FAA Form 8060-4, "Temporary Airman Certificate"
- AC Form 8080-2, "Airman Written Test Report"
- FAA Form 8060-5, "Notice of Disapproval of Application" (if applicable)
- FAA Form 8000-36, "PTRS Data Sheet"

(5) Inspectors shall forward the certification paperwork to their supervisors. Examiners shall forward the package to the designated FSDO.

*B. Applicants Less than 23 Years of Age.* Successful applicants who are under 23 years of age shall be issued a letter of aeronautical competency containing the statement that the applicant has met all of the requirements for an aircraft dispatcher certificate except

for age (see figure 5.4.1.1 for a sample letter). Once an applicant presents proof of having reached age 23, the applicant may exchange the letter of aeronautical competency for a temporary certificate at any FSDO. In such a case, inspectors and examiners shall complete the paperwork as follows:

(1) The inspector or examiner shall mark the applicable square on FAA Form 8400-3, "Application for an Airman Certificate and/or Rating" and date and sign the form on Block 8.

(2) The inspector or examiner shall complete the letter of aeronautical competency in duplicate and give the original letter to the applicant.

(3) The inspector or examiner shall complete FAA Form 8000-36, PTRS Data Sheet (see chapter 1, paragraph 41 for instructions).

(4) The inspector or examiner shall attach the following documents to the application form:

- Copy of the letter of aeronautical competency
- AC Form 8080-2, "Airman Written Test Report"
- FAA Form 8060-5, "Notice of Disapproval of Application" (if applicable)
- FAA Form 8000-36, "PTRS Data Sheet"

(5) Inspectors shall forward the certification paperwork to their supervisors. Examiners shall forward the paperwork to the designated FSDO.

**297. UNSUCCESSFUL APPLICANTS.** If an applicant's practical test is unsatisfactory, inspectors and examiners shall accomplish the following:

*A.* The inspector or examiner shall complete FAA Form 8060-5, "Notice of Disapproval of Application" in duplicate, and give the duplicate to the applicant (see chapter 1, paragraph 39 for instructions).

*B.* The inspector or examiner shall inform the applicant to retain AC Form 8080-2, "Airman Written Test Report" and have the applicant complete FAA Form 8400-3, "Application for an Airman Certificate and/or Rating," by marking the appropriate square and dating and signing block 8.

C. The inspector or examiner shall complete FAA Form 8000-36, "PTRS Data Sheet" (see chapter 1, paragraph 39 for instructions).

D. The inspector or examiner shall attach the original FAA Form 8060-5, "Notice of Disapproval of Application" and the FAA Form 8000-36, "PTRS Data Sheet" to the FAA Form 8400-3, "Application for an Airman Certificate and/or Rating." Inspectors shall forward the certification paperwork to their supervisors. Examiners shall forward the paperwork to the designated FSDO.

**299. SUPERVISORY RESPONSIBILITY.** Supervisors shall review the certification packages submitted by inspectors and examiners for completeness and accuracy. The PTRS data sheet should be removed from the package and either retained in the district office or destroyed after the computer input has been completed. The FSDO shall then forward the package to the Airman Certification Branch, ACC-260.

**300. - 350. RESERVED.**

**FIGURE 5.4.1.1.**  
**SAMPLE LETTER OF AERONAUTICAL COMPETENCY - SUCCESSFUL APPLICANT FOR AIRCRAFT**  
**DISPATCHER CERTIFICATE UNDER 23 YEARS OF AGE**

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**District Office Letterhead**

This memorandum is evidence that:

          (Name of Applicant)           has successfully completed the necessary written, oral, and flight tests for an aircraft dispatcher certificate, however, the applicant has not reached 23 years of age. The applicant may obtain a temporary airman certificate from any flight standards district office upon presenting the following:

1. Proof of being at least 23 years old
2. A current application form
3. This letter

Inspector Signature \_\_\_\_\_

Inspector Name \_\_\_\_\_

Date \_\_\_\_\_

District Office Number

Office Location

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